



Third-Party Pick-up Authorization Form

The cardholder must fill out the form and obtain BruinCard management approval prior to the card's release. A picture must be submitted online at bruincard.ucla.edu and approved. If the request is for a replacement BruinCard, the cardholder must also provide a scanned copy of their U.S. government issued ID and the new BruinCard picture they submitted.

Table with 2 columns: Field Name, Value. Fields include Cardholder Name, 9-Digit University ID Number, Email, Phone, Department/Program Name.

Table with 2 columns: Field Name, Value. Fields include Third-Party Name, Relation to Applicant, Third-Party Email, Third-Party Phone, Alternative Third-Party Name (optional), Relation to Applicant.

Table with 2 columns: Replacement BruinCard Only, Initial Below. Rows include verification of \$25.00 on Easy Pay account, authorization to deduct fee, and photo submission verification.

Justification for Third-Party Pick-up:

Two horizontal lines for providing justification.

I authorize the individual(s) listed under Third Party Name and Alternative Third-Party Name to pick-up my BruinCard. I understand they will also be able to obtain my University ID number and status, but no other information held in the BruinCard system will be disclosed. I hereby release the BruinCard Center from any and all liability related to this authorization.

Cardholder Signature

Date

BruinCard Office Use Only section containing BruinCard Supervisor Signature and Date fields.